



STATE OF MONTANA MONTANA DEPARTMENT OF TRANSPORTATION JOB PROFILE AND EVALUATION

SECTION I - Identification

Working Title: Maintenance Bureau Chief
Class Code Number: 111917
Class Code Title: Program Manager
Pay Band: 7

Department: Montana Dept of Transportation
Division & Bureau: Maintenance Division

Section & Unit: Helena Area

Work Address: 2701 Prospect Ave.
Helena MT 59601

Position Number: 66305

Phone: (406) 444-6151

☒ FLSA Exempt

☐ FLSA Non-Exempt

Profile done by: Jonathon Swartz, Administrator

Work Phone: (406) 444-6532

Work Unit Mission Statement or Functional Description:

The Equipment Bureau provides, maintains, and administers all vehicles and equipment required by the Department of Transportation. The Equipment Bureau is responsible for the maintenance, repair, and servicing of the 4000 plus units in the Department of Transportation's fleet, plus the approximate 650 vehicles in the Motor Pool program. The Equipment Bureau personnel are assigned to administrative, financial, purchasing, and technical services. The Central Shop and Motor Pool are also administered by the Equipment Bureau. The Equipment Bureau is required to establish policy for fleet administration, budget, purchasing, and allocation of vehicles and equipment to field operations. The Equipment Bureau is responsible for the fabrication and assembly of all new vehicles and equipment, and the retrofitting of older units; evaluation of new units for fleet operations; and the development of bid specifications and pre-award approval for the purchase of all department vehicles and equipment and related fabrication and assembly parts and materials; responsible for the delegated purchasing for the Equipment and Motor Pool Programs, evaluation and purchasing of used vehicles and equipment, maintains a surplus parts program and evaluates and reviews surplus vehicles and equipment prior to disposal; maintains the consolidated fuel program for the department; and maintains the Equipment and Motor Pool Management Systems. The programs budgets for MDT Equipment and Motor Pool is \$38 million for Equipment and 11.2 million for Motor Pool per biennium.

The Equipment Bureau Chief is responsible for the administrative functions, policy development, and personnel management for the Equipment and Motor Pool programs. The Equipment Bureau Chief is responsible to the Maintenance Division Administrator and the Department of Transportation Director for all fleet-related activities.

Describe the Job's Overall Purpose:

This position is the Equipment Bureau Chief and is responsible for the administrative functions. Policy development, and personnel management for the Equipment and Motor Pool programs. The Equipment Bureau Chief is responsible to the Maintenance Division Administrator and the Department of Transportation Director for all fleet-related activities.

A. Program development and management**95%****Policy and Procedure Development**

Develops, evaluates and implements policies and procedures for statewide equipment operations, statewide equipment fleet and Motor Pool operations using knowledge of concept and theories of mechanical engineering; Federal, State, Local and Department laws, rules and regulations, fleet operations, shop operations, repair techniques, actual operation of individual pieces of equipment, writing of equipment specifications, personnel management, budgets, purchasing procedures, and the ability to work with manufacturers, other states, and other government agencies to better the operation.

1. Researches and evaluates products and materials for the latest in technology to enhance the operations, and for new products that may help lower costs and provide a better service to our vehicle and equipment users.
2. Reviews technical papers and manuals on such topics as the latest technology in fleet operations and new equipment components, i.e. electronic controlled engines, automatic transmissions, latest designs in hydraulics, alternate fuels, etc. and all new products that are used for the development to enhance the fleet operation.
3. Analyzes lab reports and makes preventative maintenance or best product determinations, i.e., oil change intervals, proper lubricants, when to change or recycle antifreezes, looking for best available products for fleet operations and longevity of the fleet.
4. Performs field tests for proper equipment for specific jobs, and to ensure the equipment meets the users' needs. Studies existing problems and find solutions. Ensures the equipment purchase is the best product available.
5. Consults with field managers to discuss any problems that arise in the operation of all equipment and finds solutions. Discusses proposed new equipment. Works with field managers on personnel problems, budgets, and any concerns they may have within the total program.
6. Analyzes management information system data to help plan, monitor, and control fleet operations. The system is designed to serve a wide range of equipment management needs. The three major sections of the system are:
 1. Organization
 2. Equipment/Motor Pool Management Systems
 3. Fleet Management
7. Reviews policies and procedures for fleet operations. Makes revisions when needed so as to provide the most cost-effective fleet operation possible.
8. Develops new policies and procedures taking into account user needs, department policies and federal, state and local laws, rules and regulations.
9. Presents new or revised policies and procedures to the Division Administrator and Department Director.

Program and Budget Development

Develops MDT Equipment and Motor Pool Programs including the biennial budget using knowledge of concepts and theories of mechanical engineering; Federal, State, Local and Department laws, rules and regulations, fleet operations, shop operations, repair techniques, actual operation of individual pieces of equipment, personnel management, budgets and purchasing procedures.

- A. Develops the Annual Plan for the Equipment and Motor Pool programs. The Annual Plan outlines the Equipment and Motor Pool programs for the each biennium. The plan contains budget information, equipment replacement schedules, and area-by-area fleet sizing for all eleven area offices. The Annual Plan

must be coordinated through five administrative districts including the 6 area offices. The incumbent utilizes the Equipment Management system to determine the following:

1. Fleet size for each maintenance and construction (all departmental) area and a total state-wide fleet size.
2. Equipment replacement needs by class of equipment.
3. Supervises the Planning and Evaluation Committee used to set numbers of vehicles and pieces of equipment.
4. Ensures committee stays within budget constraints for the program.
5. Has maintenance areas review replacement list and makes adjustments.
6. Prepares final equipment requests.
7. Monitors and reviews requests for shop tools.
8. Present Annual plan for approval by Division Administrator.
9. Revises, if necessary and submits to budget Office and the Legislature for approval.

B. Develops, monitors and reviews the Preventive maintenance (PM) Program and ensures policy compliance using knowledge of budgets, need assessments, fleet operations, shop operations, fleet sizing requirements, and personnel management. Uses the Program to plan, monitor, and control fleet operations.

1. Conducts on-site inspections, submits written reports and makes recommendations as required.
2. Provides on-going preventive maintenance program training.

C. Develops Warranty Programs through factory representatives and field shops whereby the Department performs and is reimbursed for warranty work.

1. Researches adequacy of manufacturer's provided programs and recommends changes. Changes are made by working with the manufacturers' representatives on the Department's special needs due to the diversity of our operation and special equipment. The incumbent arranges for special warranty programs on vehicles and equipment to meet the Department's operations needs. The incumbent makes recommendations both orally and in writing. Once the policy is established, this person distributes the information to all Department areas.
2. Serves as liaison with manufacturer's service representatives regarding warranties, training, factory recalls and other problems to obtain maximum benefit from customer service programs.

D. Develops Executive Planning process (EPP) Reports which is the process by which budgets are developed for each program in state government to be presented to the Legislature for approval. The EPP Report contains information pertaining to the Equipment and Motor Pool Program budgets and equipment and vehicles replacement schedule.

E. Develops the statewide Equipment Program and Motor Pool Program budget using knowledge of fleet operation costs, equipment and vehicles costs, and budgeting processes, using performance or zero-base procedures.

F. Works with the Governor's Budget Office, Legislative Auditors, and others on program budget revisions and proposals. Present Equipment and Motor Pool Program budgets and requests to the Legislature for approval.

Program Management

Manages MDT Central Shop, Equipment Fabrication Program and Motor Pool program. Directs program review functions using knowledge of federal and state statute, policies, mandates, directives and congressional legislative intent.

A. Manages the Central Shop using knowledge of the fabrication process, repair procedures, time requirements, costs involved, budget restraints, the ability to communicate, to plan and prioritize projects in the Central Shop, and creates short-term and long-term operation strategies.

1. Coordinates the fabrication process to include design changes recommended by field shops. The coordination effort involves Field Shop superintendents, Central Shop Superintendent and the Equipment Bureau personnel. The incumbent has the authority to approve changes if the design changes improve the operation of a piece of equipment. Coordinates the purchase of equipment so it arrives and is fabricated to meet seasonal demands of the field areas.

2. Ensures Central Shop support to the Motor Pool program and designated Butte sections by coordinating shop activities and levels of service to be provided to each activity.

3. Authorizes release of new equipment per biennium replacement schedule. Develops and maintains formal procedures for assignment and reassignment of units.

4. Supervises a rebuild program for commonly used major components and supervises others to ensure proper quantities are on hand based on past usage history of engines, transmissions, differentials and other related equipment parts.

5. Coordinates surplus equipment auction activities and schedules trade-ins from the field.

B. Manages and oversees the Helena Shop and Equipment Fabrication Program using knowledge of fleet operation, Equipment Replacement Program, Shop Management practices, needs assessment for field operations, and establishing priorities. Schedule purchases of equipment to meet needs, fit into shop schedules and ensure all maintenance equipment and Motor Pool repairs are taken care of.

C. Supervises the management of the Equipment and Motor Pool Management systems and the Equipment and Motor Pool Rental Rates. The Equipment and Motor Pool Management Program is designed to plan, monitor and control fleet operations. The system outlines procedures to operate, produces various management reports and other information to assist day-to-day management of the fleet. The Equipment fleet and Motor Pool Rental rates recover all costs of operating the two fleets.

D. Reviews the various EMS and MPMS reports and contacts those field areas that appear to have problems. Works in conjunction with top level management in those areas to correct the problem. Examples of problems include low usage on a vehicle in which the incumbent would be required to review the fleet in the specific field area, may recommend reassigning the vehicle to another area, or finding a better way to utilize the vehicle. Required is knowledge of the field operations, fleet management, and best fleet practices.

1. Monitors fleet size using EMS data. Reassigns units to better satisfy workload requirements and/or emergency situations.

2. Develops, monitors and revises as necessary, policies to control repair expenditures and unnecessary vehicle and equipment modifications.

3. Develops policies on the operation of the fleet (i.e. Users responsibilities, PM level servicing etc.)

E. Recommends and/or implements changes to design features of equipment based on identified problems or enhancing performance designs. Required is knowledge of the various equipment and mechanical engineering. The incumbent has the sole authority to make or approve equipment modifications to better improve the operation of the Department's fleet. Some modifications may be discussed with the incumbents' immediate supervisor, but is not necessary to get supervisor's approval.

F. Review specifications for their impact on the Equipment and Motor Pool fleets. The incumbent has the ultimate and final authority to independently make specification changes. Specifications change often due to new improvements in equipment and vehicle designs. The incumbent must have knowledge of current equipment designs and componentry, mechanical engineering to read and understand various detailed specifications and design blue prints.

G. Authorizes and/or makes recommendations regarding all fleet repair that exceed the field's delegated authority.

1. Authorizes emergency repair work.

2. Assists field shops regarding vehicle and equipment failures, accidents, and/or repairs to Department and Motor Pool fleets by providing lists of qualified vendors, location of parts, guidance on warranty procedures and/or costs related to repairs and ensure the Department does not exceed the economic value of the vehicle or piece of equipment.

H. Approves vehicles and pieces of equipment for replacement, develop purchasing specifications, distribute new units and authorize units for disposal.

Technical Expertise

A. Provides technical expertise to the eleven field shops, central shop, Motor Pool and Equipment Planning and Evaluation Committee regarding fleet repair, operation, maintenance and replacement.

1. Reviews field shop operations and advises field supervisors on equipment maintenance policies, practice, procedure and techniques. Reviews quality of shopwork. Recommends training needs.

2. Researches equipment repair and modification needs and has the authority to make any and all policy and procedure changes.

3. Provides technical expertise in specification development and makes recommendations for stocking equipment-related parts and makes inventory level recommendations.

4. Initiates the surplus equipment list to include unit identity and condition. Uses the Asset Management System to transfer the units to the Surplus Property Bureau to properly dispose of all surplus commodities.

5. Researches new products, methods and/or tools to improve both fleet and shop efficiency. Ensures only the best products are purchased and the latest technology is applied in all shops and the best tools and shop equipment are purchased for use in maintaining the fleet.

6. Designs or redesigns components or units to ensure field requirements are met and reviews and updates equipment blueprints to ensure that accurate blueprints are used in the purchasing process.

7. Provides expertise to the City, Counties and participating programs in obtaining equipment that can be purchased with mitigated air quality monies. Incumbent works with each individual program to purchase equipment that meets the federal regulation for non-attainment areas that qualify under the guidelines of the Montana Air Quality Initiative (MAQI) program.

Legislative Expertise

A. Develops and presents information to the Legislature on such topics as Equipment and Motor Pool Program budget and equipment and vehicle replacement schedule for the biennium. Present proposals for legislative or program changes for the Equipment and Motor Pool Programs.

B. Gathers information in response to questions from legislator and Department personnel.

C. Assists the Maintenance Administrator during the Legislative Session and is required to represent the department when appointed.

D. Performs a variety of other professional and technical duties as assigned by the Division administrator or Department Director in support of the Department mission and Division objective. This includes representing the Division at conference and meetings, directing special projects, and attending on-going education and training as directed.

Which of the duties and/or specific tasks listed under 1. (above) are considered "essential functions" which must be performed by this position (with or without accommodations)? (If you need information or training on the identification of essential functions, please contact MDT Human Resources Division.)

Duties A – Program Planning and Management; B – Maintenance Program Administration; and C – Staff Management are considered essential functions because they require specialized expertise and are the reasons the job exists. The following mental and physical demands are associated with these essential functions:

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Extensive travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person and over the phone
- Exposure to extreme weather conditions
- Extended periods of walking and standing,
- Mediating conflicts between irate and often hostile parties such as contractors, the public, and employees;
- Making significant decisions which affect public health and safety, often in critical situations (e.g., natural disasters).
- Ability to multi-task
- Making decisions in a timely manner so as to not have a negative effect on construction operations.
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety
- Complex mathematics including statistical analysis
- Comparing data
- Compiling information, Analyzing, Coordinating, Synthesizing, Negotiating, Instructing

Does this position supervise others? ☒ Yes ☐ No

Number directly supervised: 4.

Complexity level of the positions supervised 6.

This position is responsible for:

- ☒ Hiring ☒ Supervision ☐ Pay Level
☒ Performance Management ☒ Promotions ☒ Discipline
☒ Other: Allocating human resources, determining personal services budgets, staff training and professional development.

Minimum Qualifications - List minimum requirements for the first day of work.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- ☐ No prior experience required ☐ 3 to 4 years
☐ 1 to 2 years ☒ 5 or more years

Other specific experience:

Bachelors degree in Mechanical Engineering, Civil Engineering, Business or Public Administration or related field AND five years progressively responsible experience in program management including three years of progressively responsible management or supervisory experience. Education and experience will substitute on a year for year basis.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: Title: Engineering Manager

Signature: Date:

Immediate Supervisor:

Name: Title

Signature

Date

Division/District Administrator:

Name: Jonathon Swartz

Title: Maintenance Administrator

Signature

Date

Department Designee:

Name:

Title

Signature

Date